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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

May 31, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

29 May 31, 2016

LORI GLASGOW
EXECUTIVE OFFICER

Dear Supervisors:

RECOMMENDATION TO APPROVE A FIVE-YEAR EXTENSION OF THE COMMUNITY SERVICES BLOCK GRANT MASTER AGREEMENT WITH VARIOUS AGENCIES (ALL DISTRICTS - 3 VOTES)

SUBJECT

The Department of Public Social Services (DPSS) seeks approval to extend the Community Services Block Grant (CSBG) Program Master Agreements acquired through a Request For Statement of Qualifications (RFSQ) for a five-year period, effective July 1, 2016 through June 30, 2021. The extension of the Master Agreements (MAs) will allow DPSS to continue to partner with community-based agencies to provide a variety of services to low-income families and individuals throughout the County of Los Angeles, Community Action Agency (CAA) service area.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of DPSS, or her designee, to prepare and execute Master Agreement amendments in substantially similar form as Enclosure I, with the CSBG MA agencies listed on Enclosure II. The amendments extend the term of the MA for a five-year period from July 1, 2016 through June 30, 2021. The Director of DPSS will notify the Board within ten business days after execution.
2. Delegate authority to the Director of DPSS, or her designee, to award CSBG MAs to additional agencies during the five-year period provided that: (a) such agencies meet all of the minimum requirements and qualifications as outlined in the initial RFSQ dated September 20, 2012; and (b) there is a need for the Core Service Category in the Supervisorial District for which the agency(ies) applied; and (c) that DPSS advises the Board in writing of the proposed additional contractors at least ten days in advance of sending the Notification of Award of MA letter.

3. Delegate authority to the Director of DPSS, or her designee, to award service requisitions for services to CSBG MA agencies as needed, provided that DPSS advises the Board in writing of the proposed contractor selections at least ten days in advance of sending Notification of Award letters. The total cost for services under the Service Requisitions is to be determined based on annual federal CSBG allocations. The estimated annual cost will be included for subsequent Fiscal Years (FY) in DPSS' budget requests.
4. Delegate authority to the Director of DPSS, or designee, to prepare and execute amendments to the MA and/or Service Requisitions for: a) instances which affect the scope of work, contract term, contract sum, payment terms, or any other term or condition; b) additions and/or changes required by the Board or Chief Executive Officer (CEO); c) changes to be in compliance with applicable County, State, and federal regulations; or d) increases or decreases of no more than ten percent of the original contract amount based on contractor's performance, community needs, and funding availability. The approval of County Counsel as to form will be obtained prior to executing such amendments. The Director shall notify the Board within ten business days of executing such amendments.
5. Delegate authority to the Director of DPSS, or her designee, to suspend or terminate CSBG MA and/or Service Requisitions on behalf of County in accordance with the applicable provisions in the respective Agreement. County Counsel's approval will be obtained prior to executing suspensions or terminations. The Director will notify the Board at least ten days in advance of executing terminations.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action will allow DPSS to continue to provide CSBG Program services to assist low-income individuals and families attain the skills, knowledge, and motivation necessary to achieve self-sufficiency throughout the County of Los Angeles (County), CAA service area.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan, Goal 1, Operational Effectiveness/Fiscal Sustainability: Maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/FINANCING

The estimated cost of the Service Requisitions for FY 2016-17, FY 2017-18, FY 2018-19, FY 2019-20, and FY 2020-21 is to be determined based on federal allocations. Funding for CSBG services is included in DPSS' FY 2016-17 Budget, and will be included for subsequent FYs in the Department's budget requests. The cost of CSBG Program services is fully funded by federal appropriations through the California Department of Community Services and Development, and has no impact on net County cost.

DPSS will fund all services acquired from MA agencies within the DPSS approved budget for CSBG services. As the administrator of the CSBG MA, DPSS will confirm and validate that funding is available before the Service Requisitions are executed.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The purpose of the CSBG program is to assist low-income families and individuals achieve economic self-sufficiency through a variety of programs such as: employment support services, senior and disabled adult services, emergency services, legal services, domestic violence services, and children and family services.

The County of Los Angeles, CAA service area includes all the cities and unincorporated areas of the County except the cities of Arcadia, Duarte, Los Angeles, Long Beach, Monrovia, Pasadena, Sierra Madre, South Pasadena, and the unincorporated area of Altadena. In order to receive CSBG services, participants must be low-income (below 100 percent of the federal poverty level) and reside within the CAA service area. Funding for CSBG services is allocated among the five Supervisorial Districts based on the percentage of low-income individuals in the CAA service area that reside in each District. The allocation is based on 2010 census data as follows:

Supervisorial District	Percent of CAA Population
1	34.47%
2	22.06%
3	3.81%
4	16.29%
5	23.37%
Total	100.00%

The current MAs for these services expire on June 30, 2016. The recommended amendment will extend the MA for five years.

County Counsel has reviewed this Board Letter. The MA amendment has been approved as to form by County Counsel. The MA amendment will not result in the unauthorized disclosure of confidential information and will be in full compliance with federal, State, and County regulations and requirements.

All contractors, current and prospective, are, and will be, in compliance with all Board, CEO, and County Counsel requirements.

CONTRACTING PROCESS

On September 20, 2012, DPSS released a RFSQ for CSBG Program services. Since the release of the RFSQ, the RFSQ has remained open-continuous for agencies to submit Statements of Qualifications (SOQs) and MAs have been awarded to 76 qualified agencies. With the Board's approval DPSS will continue to accept and evaluate SOQs from additional agencies that request to be included on the MA list throughout the new term of the MA. Such agencies may be added to the MA if they meet the initial RFSQ requirements. Information about the MA, the requirements, and the opportunity to submit SOQs is posted on the County's Website.

The California Department of Community Services and Development approved the extension of the MAs for an additional five years.

REQUEST FOR SERVICES AND SERVICE REQUISITION PROCESS

DPSS will continue to work with the District offices to determine which Core Service Categories and

Sub-Services are to be funded in the five Supervisorial Districts depending on the service needs of the Districts. DPSS will identify the MA agencies that are qualified to provide services in the Core Service Category and Sub-Services in the Districts. DPSS will then send a Request For Services (RFS) to such MA agencies. The RFS will be in the form of a Statement of Work under a particular Core Service Category and if applicable, Sub-Service.

In response to the RFS, interested MA agencies submit proposals to DPSS including a detailed work plan, measurable outcomes, a budget, fixed cost for each service and proof of insurance. Service Requisitions are issued to those MA agencies selected from the RFS process for the performance of services as described in a RFS. Any additional services not included in the service requisition, shall require prior written approval and an amendment to the Service Requisition.

Contract Performance

Monitoring for the CSBG MAs and Service Requisitions is performed on an annual basis. Based on the most recent monitoring results, for the period of July 1, 2014 through June 30, 2015, overall, the contractors are in compliance with the MA and Service Requisition requirements.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will enable DPSS to continue providing CSBG program services to low-income individuals and families throughout the County of Los Angeles, CAA service area.

The recommended action will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to the DPSS.

The Honorable Board of Supervisors

5/31/2016

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Respectfully submitted,

A handwritten signature in cursive script that reads "Sheryl L. Spiller".

SHERYL L. SPILLER

Director

SLS:la

Enclosures

c: Chief Executive Officer
Executive Officer, Board of Supervisors
County Counsel

**MASTER AGREEMENT NUMBER _____
COMMUNITY SERVICES BLOCK GRANT PROGRAM**

AMENDMENT NUMBER _____

Reference is made to the document entitled "Master Agreement By and Between County of Los Angeles ("COUNTY") Department of Public Social Services and (**Agency Name**) ("CONTRACTOR") dated _____, and further identified as Master Agreement No. **CSBG**_____ and any amendments thereto, hereinafter collectively referred to as "Master Agreement."

WHEREAS, COUNTY and CONTRACTOR intend to amend this Master Agreement to extend the term of this Master Agreement.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. This Amendment shall commence and be effective July 1, 2016.
2. **Master Agreement, Section 4.0 – TERM OF MASTER AGREEMENT, Subsection 4.1** is deleted in its entirety and replaced with the following:
 - 4.1 This Master Agreement is effective _____. This Master Agreement shall expire on June 30, 2021, unless sooner extended or terminated, in whole or in part, as provided herein.
3. **Master Agreement, Section 5.6 – FISCAL ACCOUNTABILITY, Paragraph 5.6.1 and 5.6.2** are deleted in their entirety and replaced with the following:
 - 5.6.1 Contractor shall adhere to strict fiscal and accounting standards and must comply with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and related OMB Guidance.
 - 5.6.2 The County recommends the use of the accrual basis for recording financial transactions. The Auditor-Controller Handbook establishes the minimum required accounting, financial reporting, and internal control standards for entities (CONTRACTORS) which contract with the County. Contractor shall refer to the Auditor-Controller Handbook at http://file.lacounty.gov/auditor/portal/cms1_214867.pdf
4. **Master Agreement, Section 7.0 – ADMINISTRATION OF MASTER AGREEMENT – CONTRACTOR, Subsection 7.5 Background and Security Investigation, Paragraph 7.5.1** is deleted in its entirety and replace with the following:

7.5.1 Each of Contractor's staff performing services under this Contract who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation.

5. **Master Agreement, Section 8.0 STANDARD TERMS AND CONDITIONS, Subsection 8.10, Consideration of Hiring GAIN/GROW Program Participants, Paragraph 8.10.1** is deleted in its entirety and replaced with the following:

8.10 Consideration of Hiring GAIN/GROW Participants

8.10.1 Should the Contractor require additional or replacement personnel after the effective date of this Master Agreement, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor. Contractors shall report all job openings with job requirements to GAINGROW@dpss.lacounty.gov to obtain a list of qualified GAIN/GROW job candidates.

8.10.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

6. **Master Agreement, Section 8.0 STANDARD TERMS AND CONDITIONS, Subsection 8.22, Indemnification** is deleted in its entirety and replaced with the following:

8.22 Indemnification

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from and/or

relating to this Master Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnities.

- 7. **Master Agreement, Section 8.0 STANDARD TERMS AND CONDITIONS, Subsection 8.52 Time Off For Voting** is added as follows:

8.52 Time Off For Voting

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

- 8. Except for the changes set forth hereinabove, Master Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number _____ to the Community Services Block Grant Program Master Agreement Number CSBG_____ to be subscribed on its behalf by the Director of the Department of Public Social Services and the Contractor has subscribed the same through its authorized officer, as of ___ day of _____ 20__.

The persons signing on behalf of Contractor warrant under penalty of perjury that he or she is authorized to bind Contractor.

AGENCY NAME: _____

By _____
Signature

Date: _____

Printed Name

Title

COUNTY OF LOS ANGELES

By _____
Sheryl L. Spiller, Director
Department of Public Social Services

Date: _____

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL
Mary C. Wickham, County Counsel
Melinda White-Svec, Deputy County Counsel

Form Community Services Block Grant Program Master Agreement Amendment was Submitted and Approved as to Form. Documentation on File.

**RECOMMENDED MASTER AGREEMENT AGENCIES 2016-2021
SUPERVISORIAL DISTRICT 1**

Agency Name		Core Service(s)						
		Child & Family Development	Domestic Violence	Emergency Services	Employment and Employment Support	Employment Partnership	Legal Services	Services for Seniors and Disabled Adults
1	Asian Youth Center	X						
2	Bet Tzedek							X
3	Bienvenidos Children's Center, Inc.	X						
4	Catholic Charities of Los Angeles, Inc.	X		X				
5	Center For the Pacific Asian Family, Inc.		X	X				
6	Chinatown Service Center	X						
7	Crossroads, Inc.			X				
8	East Los Angeles Women's Center, Inc.		X					
9	Eastmont Community Center	X		X				X
10	Foothill Family Service	X	X					X
11	Harriett Buhai Center for Family Law	X	X				X	X
12	Hermanidad Los Angeles Economic and Community Development Corporation						X	
13	Human Services Association	X	X					X
14	Inland Valley Council of Churches DBA Inland Valley Hope Partners			X				
15	Jovenes, Inc			X				
16	Legal Aid Foundation of Los Angeles						X	X
17	Los Angeles Center for Law & Justice						X	
18	National Council on Alcoholism and Drug Dependence- Long Beach		X					
19	Neighborhood Legal Services of Los Angeles County						X	
20	Penny Lane Centers	X						
21	Pomona Valley Youth Employment Service, Inc.	X						
22	Santa Anita Family Service	X	X					X
23	Sheriff's Youth Foundation	X						
24	Social Model Recovery System, Inc. *	X		X				X
25	Soledad Enrichment Action, Inc.	X						
26	Southeast Area Social Services Funding Authority (SASSFA)							X
27	Southeast Churches Services Center			X				
28	Special Service for Groups	X		X				X
29	SPIRITT Family Services	X						
30	The Rector, Wardens and Vestry of the Church of Our Saviour in San Gabriel Valley dba Our Savior Center	X		X				X
31	YWCA of San Gabriel Valley	X	X	X				X

Note: Shaded cells are categories not selected by the First District for funding. "Xs" represent agencies who have been awarded a CSBG Master Agreement and are prequalified to provide services for the indicated core service category.

*Effective 7/1/2015 Mary Lind Recovery Center merged with Social Model Recovery Systems. The surviving entity is Social Model Recovery Systems.

Revised 5-11-16

**RECOMMENDED MASTER AGREEMENT AGENCIES 2016-2021
SUPERVISORIAL DISTRICT 2**

Agency Name		Core Service(s)						
		Child & Family Development	Domestic Violence	Emergency Services	Employment and Employment Support	Employment Partnership	Legal Services	Services for Seniors and Disabled Adults
1	1736 Family Crisis	X	X		X	X		
2	Asian American Drug Abuse Program, Inc.	X			X			
3	Behavioral Health Services, Inc.	X						X
4	Catholic Charities of Los Angeles, Inc.	X			X			X
5	Center for the Pacific Asian Family, Inc.		X					
6	Clothes The Deal				X			
7	Community Career Development, Inc.				X	X		
8	Friends Outside in Los Angeles County				X			
9	Harriett Buhai Center for Family Law	X	X					X
10	Hernandez Los Angeles Economic and Community Development Corporation							X
11	Institute for Multicultural Counseling & Education Services, Inc.		X		X			
12	Jenesse Center, Inc.		X					
13	Jewish Vocational Service				X			
14	Legal Aid Foundation of Los Angeles				X			X
15	Legal Aid Society of Orange County, Inc. DBA Community Legal Services		X					
16	Los Angeles Conservation Corps				X			
17	LTSC Community Development Corporation							X
18	My Journi, Inc.	X						
19	Neighborhood Youth Achievers				X			
20	Office of Samoan Affairs of California, Inc.	X			X			
21	Pinnacle Foundation, Inc.	X						X
22	Project Impact, Inc.	X						
23	Sheriff's Youth Foundation	X						
24	SHIELDS for Families, Inc.				X			
25	Social Model Recovery Systems*				X			
26	Soledad Enrichment Action, Inc.	X			X			
27	Special Service for Groups	X			X			X
28	The Richstone Family Center, Inc.	X						
29	Watts/Willowbrook Boys & Girls Club	X						
30	Weingart Center Association, Inc.				X	X		
31	Women in Non-Traditional Employment Roles					X		

Note: Shaded cells are categories not selected by the Second District for funding. "Xs" represent agencies who have been awarded a CSBG Master Agreement and are prequalified to provide services for the indicated core service category.

* Effective 7/1/2015 Mary Lind Recovery Center merged with Social Model Recovery Systems. The surviving entity is Social Model Recovery Systems.

RECOMMENDED MASTER AGREEMENT AGENCIES 2016-2021
SUPERVISORIAL DISTRICT 3

Agency Name		Core Service(s)					
		Child & Family Development	Domestic Violence	Emergency Services	Employment and Employment Support	Employment Partnership	Legal Services
1	Activities for Retarded Children, Inc.						X
2	Catholic Charities of Los Angeles, Inc.			X			
3	Clothes The Deal				X		
4	Community Enhancement Services				X		
5	Jewish Family Services of Los Angeles						X
6	Jewish Vocational Service	X			X		
7	Neighborhood Legal Services of Los Angeles County					X	
8	Penny Lane Center	X					
9	Sheriff's Youth Foundation	X					
10	Social Model Recovery Systems*			X	X		
11	St. Joseph Center						X
12	Tierra Del Sol Foundation, Inc.				X		X
13	Upward Bound House			X			

Note: Shaded cells are categories not selected by the Third District for funding. "Xs" represent agencies who have been awarded a CSBG Master Agreement and are prequalified to provide services for the indicated core service category.

*Effective 7/1/2015 Mary Lind Recovery Center merged with Social Model Recovery SYstems. The surviving entity is Social Model Recovery Systems.

**RECOMMENDED MASTER AGREEMENT AGENCIES 2016-2021
SUPERVISORIAL DISTRICT 4**

Agency Name		Core Service(s)						Services for Seniors and Disabled Adults
		Child & Family Development	Domestic Violence	Emergency Services	Employment and Employment Support	Employment Partnership	Legal Services	
1	1736 Family Crisis	X	X	X				
2	Behavioral Health Services, Inc.	X						X
3	Bet Tzedek							X
4	Catholic Charities of Los Angeles, Inc.			X				
5	Center for the Pacific Asian Family, Inc.		X	X				
6	Children's Institute, Inc.	X	X					
7	Harbor Interfaith Services, Inc.			X				
8	Harriett Buhai Center for Family Law	X	X				X	X
9	Helpline Youth Counseling, Inc.	X	X					
10	Human Services Association	X	X					X
11	Intercommunity Child Guidance dba The Whole Child			X				
12	Legal Aid Foundation of Los Angeles						X	
13	Legal Aid Society of Orange County, Inc. dba Community Legal Services		X					
14	Los Angeles Center for Law & Justice						X	
15	LTSC Community Development Corp.							X
16	National Council on Alcoholism and Drug Dependence- Long Beach		X					
17	Office of Samoan Affairs of California, Inc.	X						
18	Pinnacle Foundation, Inc.							X
19	Sheriff's Youth Foundation	X						
20	South Asian Helpline And Referral Agency (SAHARA)		X					
21	Southeast Area Social Services Funding Authority (SASSFA)							X
22	Special Service for Groups	X		X				X
23	SPIRITT Family Services	X						
24	Su Casa- Ending Domestic Violence		X					
25	The Richstone Family Center, Inc.	X						
26	Volunteers of America of Los Angeles (formerly SCADP)		X	X				
27	Women & Children's Crisis Center, Inc.		X					
28	YWCA of San Gabriel Valley							X

Note: Shaded cells are categories not selected by the Fourth District for funding. "Xs" represent agencies who have been awarded a CSBG Master Agreement and are prequalified to provide services for the indicated core service category.

**RECOMMENDED MASTER AGREEMENT AGENCIES 2016-2021
SUPERVISORIAL DISTRICT 5**

Agency Name		Core Service(s)					
		Child & Family Development	Domestic Violence	Emergency Services	Employment and Employment Support	Employment Partnership	Legal Services
1	Activities for Retarded Children, Inc.						X
2	Antelope Valley Boys and Girls Club	X					
3	Antelope Valley Domestic Violence Council	X	X	X		X	
4	Armenian Relief Society of Western USA, Inc.						X
5	Asian Youth Center	X		X	X		X
6	Bet Tzedek						X
7	Boys and Girls Club of the Foothills	X					
8	Catholic Charities of Los Angeles, Inc.	X		X	X		X
9	Center for the Pacific Asian Family, Inc.		X	X			
10	Clothes The Deal				X		
11	Community Enhancement Services				X		
12	Foothill Family Service	X	X				X
13	Friends Outside in Los Angeles County				X		
14	Goodwill Industries OF Southern California				X		
15	Harriett Buhai Center for Family Law	X				X	
16	Institute for Multicultural Counseling & Education Services, Inc.		X		X	X	
17	Neighborhood Legal Services of Los Angeles County					X	
18	Penny Lane Centers	X					
19	Santa Anita Family Service	X	X				X
20	Sheriff's Youth Foundation	X					
21	Tierra Del Sol Foundation, Inc.				X		X
22	YWCA of Glendale		X				
23	YWCA of San Gabriel Valley	X	X	X			X

Note: Shaded cells are categories not selected by the Fifth District for funding. "Xs" represent agencies who have been awarded a CSBG Master Agreement and are prequalified to provide services for the indicated core service category.

Revised 5-11-16